

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: September 23, 2015**

**Closing Date: September 30, 2015**

**Administrative Specialist I (Pay Grade 7)  
Family Division, Child Protection Unit, New Castle County**

**Job Responsibilities and Duties:**

This position provides secretarial support for up to 7 Deputy Attorneys General in the Family Division, Child Protection Unit, in New Castle County. This secretarial position sets up litigation files; types a variety of complex documents including subpoenas and files court documents. This secretarial position is expected to handle a heavy volume of telephone contact with the client agency, Family Court and members of the public. Duties involve Case Management (logging, updating, tracking), scheduling/rescheduling and preparing legal briefs. This secretarial position will be expected to E-file and will be trained in the process if not already experienced. This secretary will handle the administrative aspect of processing Substantiation matters, including the preparation of Substantiation Petitions, tracking of DFS substantiation packets, tracking of related criminal proceedings, follow up for publication as needed, and notifications to case workers and witnesses.

**Minimum Qualifications:**

- Must be detail-oriented
- Must be well-organized
- Must be able to work independently
- Must be proficient in Microsoft Word and Excel
- Must possess excellent spelling, grammar and proofreading skills
- Must be able to answer heavy volume of telephone calls and multi-task while ensuring accuracy with messages and follow up
- DELJIS experience is a plus
- Prior legal secretarial experience is a plus

**Internal Employees who are interested in being considered:** Please submit an updated Resume or Summary of Work experience to the Director of Human Resources.

**External Applicants:** Please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801 or E-mail to [DOJHR@state.de.us](mailto:DOJHR@state.de.us) or Fax to: 302-577-5866. EOE.